

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Transit Operator

JOB CLASSIFICATION Transit Operator

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 913.463-010

DOT TITLE Bus Driver (motor trans.)

DEPARTMENT Transportation

DIVISION Transit

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE Approximately 2750 (varies)

CONTACT'S NAME & TITLE Doug Johnson, Training Supervisor

CONTACT'S PHONE 206-684-2825

ADDRESS OF WORKSITE

Seven (7) separate base locations; addresses throughout King County. These include Atlantic, Bellevue, Central, East, North, Ryerson and South Base.

VRC NAME Kyle Pletz

DATE COMPLETED 1/8/02

DATE REVISED 5/9/08

WORK HOURS

Days, shifts and route may vary as they are bid upon three times per year.

OVERTIME

Optional, in accordance with business demand. Note: Overtime requirements may change at the employer's discretion.

JOB DESCRIPTION

This is a safety sensitive position and the employee is subject to random drug testing and other conditions as required to maintain a Commercial Driver's License (CDL). The employee must be able to operate diesel or electric-powered mass transit vehicles, collect passenger fares, issue passes, provide fare, route and schedule information, and comply with federal requirements under the Americans with Disabilities Act (ADA) for announcing stops.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write, and communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Employee must be at least 21 years old at the time of hire, hold a Washington State driver's license, have an acceptable driving record, the ability to read and write in English, have an acceptable employment record, and be available for morning and for afternoon shifts. Ability to obtain a Commercial Driver's License (CDL) prior to completion of training.

All CDL holders must complete a medical examination/fitness determination. Transit Operators must meet the Federal Physical Qualifications for Drivers as stated in the Federal Motor Carrier Safety Regulations (FMCSR), found at 49 CFR 391.41. The only exception to these standards, for Transit Operators, is for the condition of Insulin-Treated Diabetes Mellitus (I-TDM), following receipt of proper documentation. In addition, all CDL holders must meet the blood pressure standards adopted by the U.S. Department of Transportation, effective 10/1/04.

ESSENTIAL FUNCTIONS

1. Regularly and safely operate a transit coach on a pre-determined route and schedule, in order to transport passengers for a large public transportation system.
2. Comply with traffic laws and rules, state/federal regulations, Metro Transit policy and procedures in order to provide safe, reliable service.
3. Perform inspection of coach before going on-route in order to provide safe and reliable service.
4. Interact appropriately with the public and co-workers in order to provide positive customer service and the safe transport of passengers.
5. Apply rules and procedures in emergency situations; making judgments about appropriate actions to minimize potential harm to passengers, the general public, or property.
6. Change the destination sign.
7. During an infrequently rare occasion such as an emergency situation, exert up to "very heavy" physical force and use a variety of body motions in relationship to the coach or passengers.
8. Respond to emergency situations and apply braking and steering (to include pressure to arms, legs, and hands generated while bracing one's self during such maneuvers); provide evacuation assistance to customers. If necessary, use fire extinguisher. As needed, rapidly move in and out of the driver's seat and/or move from side to side to avoid physical assault.
9. Assist passengers with limited mobility by operating an electronic lift or utilizing a ramp, and securing wheelchairs with straps and seat belts.
10. Call out stops to assist passengers in reaching their destinations.
11. Provide transfers, schedules, and punch holes in transfer slips for customers.
12. Occasionally, reset the electrical poles on the trolleys.
13. Handle multiple tasks.
14. Manage the stressful job of driving a transit bus and associated security issues with unruly customers.

NON-ESSENTIAL FUNCTIONS

1. Assist Transit Operator trainees during the initial period of driving practice.
2. Participate in committee meetings and/or focus groups.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, vest.

OTHER TOOLS & EQUIPMENT USED

Bus, keypad, radio, electric poles, paper punch, transfers, seatbelts, and straps to secure wheelchairs.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time
Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rarely = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

This Job is Classified as

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force continuously.

Standing

Health Care Provider initials if restricted _____

Occasionally on rubber coated bus floor or flat cement surfaces for up to 2 minutes at a time, for up to 10 minutes total in a work shift. Most commonly occurs while standing up for 5 seconds at a time, once per hour during a shift, in order to change the destination sign on the bus. On a rare occasion, the employee may need to stand for up to 5 minutes at a time while attaching the poles of an electric bus to the power lines above, or when waiting for a road relief.

Walking

Health Care Provider initials if restricted _____

Occasionally on rubber coated bus floor or flat cement surfaces for distances of up to 323 feet for up to 5 minutes at a time, for up to 15 minutes total in a work shift. Most commonly occurs while inspecting a 60-foot coach for lost and found items after completing a shift. May also walk to the rear of the 60-foot coach and back, to inspect or reattach the electric poles, place or remove a wheel block, or inspect the engine. When using the 2600 - New Flyer – 60-foot Low Floor Hybrid Coach, 146 feet – 6 inches of walking is needed for the pre-trip walk-around and 106 feet – 3 inches of walking is needed for interior walkthrough (front to rear and return).

Base-Specific Walking Requirements

Atlantic Base:

The employee needs to walk within the yard in order to get to/from the parking lot/garage to the sign-in window, as well as to/from the coaches/trolleys in the yard. From the sign-in window to the furthest corner of the yard is approximately 600 feet.

Bellevue Base:

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in

window to the furthest corner of the yard, or to the furthest part of the parking lot, is approximately 450 feet.

Central Base:

The employee needs to walk within the yard in order to get to/from the parking lot/garage to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the furthest corner of the yard is approximately 600 feet. When performing road relief, the employee may walk up to 8 blocks once per day.

East Base:

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the furthest corner of the yard is approximately 840 feet.

North Base:

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the furthest corner of the yard, or to the furthest part of the parking lot, is approximately 600 feet. When walking from the employee parking lot to the sign-in window the employee walks up to 300 feet.

Ryerson Base:

The employee needs to walk within the yard in order to get to and from the coaches. The employee also needs to walk from the parking garage to the Base which can include walking up to 300 feet in the garage, 120 feet across the pedestrian bridge, down 60 stairs to the yard, and then 260 feet to the sign-in window. Elevators are available for employees unable to climb stairs. When walking from the sign-in window to the furthest corner of the yard, where a coach could be parked, is 960 feet. The employee has approximately 10 minutes to walk this distance after signing in.

South Base:

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the disability parking area is 155 feet – 7 inches to the first stall, and 210 feet – 9 inches to the last stall. When walking in the yard it is 158 feet – 4 inches from the building to the first lane (Lane 11), and 323 feet to the last lane (Lane 14).

Sitting

Health Care Provider initials if restricted _____

Continuously on bus driver's seat for 2-2.5 hours at a time, for up to 8 hours total in a work shift. Most commonly occurs while driving the bus.

Climbing Stairs

Health Care Provider initials if restricted _____

Occasionally for 5 seconds at a time while climbing 3-4 steps, for up to 10 times total in a work shift. Most commonly occurs while entering and exiting the bus. When operating a low floor coach, the employee must climb three steps; one to enter the coach (12-16 inches) and two to

reach the driver's seat (lower step is 6.5 inches and the upper step is 11 inches). The first step is triangular in shape and is 16 inches (front edge), by 11 inches, by 13 inches. Total square footage of step is .49 square feet. At Ryerson Base the employee may need to climb/descend 60 steps (one round trip per shift) when walking between the parking garage and the Base. An elevator is available for employees who are unable to climb stairs. Report Operators may need to walk between Ryerson and Atlantic Base, or Central Base, and that may include two round trips up and down the stairs. At North Base employees may need to climb 43-71 stairs when the elevator is not operational.

Climbing

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time, to heights of up to 1.5 feet, for up to 20 seconds total in a work shift. Most commonly occurs while adjusting exterior mirrors of buses. The employee also climbs (utilizing a grab bar or steering wheel) when entering and exiting the driver's seat, which is located on a platform that is 17.5 inches above floor level. The employee may also climb onto a seat in order to close a roof vent/emergency exit.

Balancing

Health Care Provider initials if restricted _____

Rarely for up to 5 seconds at a time, at heights of up to 1.5 feet, for up to 20 seconds total in a work shift. Most commonly occurs while adjusting exterior mirrors of buses.

Bending Neck Up

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time, for up to 2 hours total in a work shift. Most commonly occurs while checking mirrors, utilizing overhead bins, changing/checking the destination sign, performing the walk around and setting poles.

Bending Neck Down

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time, for up to 10 minutes total in a work shift. Most commonly occurs while manipulating controls, reviewing transfers, looking at foot controls and securing wheelchairs.

Turning the Head

Health Care Provider initials if restricted _____

Frequently for up to 1 minute at a time, for up to 8 hours total in a work shift. Most commonly occurs when turning the head shoulder-to-shoulder while observing traffic, street signs, traffic lights, pedestrians, potential hazards, and using mirrors.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on rubber coated bus floor or flat cement surfaces for 5 minutes at a time, for up to 20 minutes total in a work shift. Most commonly occurs while securing wheelchairs with straps. Typically, an employee secures two to three wheelchairs per shift, but the number can vary depending on the route. The employee also bends over in order to place or remove a wheel block behind the rear tire, as well as when picking up trash between runs.

Kneeling

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time, on rubber coated bus floor, for up to 3 minutes total in a work shift. Most commonly occurs while securing wheelchairs.

Squatting

Health Care Provider initials if restricted _____

Occasionally on rubber coated bus floor or flat cement surfaces for 5 minutes at a time, for up to 20 minutes total in a work shift. Most commonly occurs while securing wheelchairs with straps. Typically, an employee secures 2-3 wheelchairs per shift, but the number can vary depending on the route. The employee may also squat in order to inspect snow chains, place or remove a wheel block behind the rear tire, or when picking up trash between runs.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Continuously for 2-2.5 hours at a time, for up to 8 hours total in a work shift while driving the bus. Must be able to depress the accelerator as well as the air brake pedal continuously. Turn signals are operated by the left foot, as is the emergency button.

Reaching Above Shoulder Height

Health Care Provider initials if restricted _____

Occasionally for 10 seconds at a time, for up to 5 minutes total in a work shift while changing the directional sign, placing personal gear in overhead storage bin, opening and closing the overhead roof vent/emergency exit, utilizing override switches, and adjusting inside mirrors. On a rare occasion the employee may need to reach above the shoulder, for up to 3 minutes at a time, while attaching or removing electrical poles from power lines.

Reaching at Waist to Shoulder Height

Health Care Provider initials if restricted _____

Continuously for 2 hours at a time, for up to 8 hours total in a work shift, while turning the steering wheel of the bus, clearing the fare box, tearing transfers, and doing hand-over-hand steering.

Reaching at Knee to Waist Height

Health Care Provider initials if restricted _____

Occasionally for 5 minutes at a time, for up to 20 minutes total in a work shift. Most commonly occurs while securing wheelchairs with straps. Typically, an employee secures two to three wheelchairs per shift, but the number can vary depending on the route.

Reaching at Floor to Knee Height

Health Care Provider initials if restricted _____

Rare for up to 5 seconds at a time, for up to 15 seconds total in a work shift, while reaching down in order to place or remove a wheel block behind the rear tire of the bus, securing wheelchairs, picking up trash on the bus, manipulating the parking brake or adjusting the steering wheel tilt.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for 30 seconds at a time, for up to 5 minutes total in a work shift. Most commonly occurs with weights of 8 pounds while picking up a wheel block.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of 60 feet for 90 seconds at a time, for up to five minutes total in a work shift. Most commonly occurs with weights of 8 pounds while carrying a wheel block to the back of the bus in order to place it behind a rear wheel.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Rare for 5 seconds at a time, for up to 10 seconds total in a work shift. Most commonly occurs with weights of up to 20 pounds while returning the bicycle rack to the upright position or assisting a passenger with the bicycle rack.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Rare for distances of 60 feet for 90 seconds at a time, for up to 3 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while carrying a bucket of sand to the back of the bus in order to place it in front of a wheel for traction in the snow.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Rare for up to 10 seconds at a time, for up to 20 seconds in a work shift. Most commonly occurs with weights of up to 33 pounds while opening or closing the wheelchair ramp on a low floor coach during malfunction.

Pushing and Pulling

Health Care Provider initials if restricted _____

Continuously for two hours at a time, with a force of 5-10 pounds, for up to 8 hours total in a work shift while turning the steering wheel, as well as when applying/releasing the parking brake. All coaches have power assist steering that requires approximately 10 pounds of pressure to turn.

When operating a low floor coach, the employee may need to assist a person in a wheelchair up the ramp (up to 11.5 inches high and 45 inches long) if there is no curb present. When a curb is present, little to no rise is present on the ramp. With having the bus kneeling and no curb, pushing/pulling a 200+ pound person, without their assistance requires a pulling force of 80 pounds; with their assistance, the pulling force required is approximately 50 pounds.

On a rare occasion, an employee may need to open the rear engine compartment to inspect the engine or check the oil. The engine bay door requires a pulling force of 33-40 pounds to open it. Once the door is opened, it lifts hydraulically. Also, the employee needs to pull 25-30 pounds for up to 2 minutes at a time, while resetting the electrical poles on the trolleys, as well as push/pull, with up to 27 pounds of force, while resetting a retriever.

Handling

Health Care Provider initials if restricted _____

Frequently for 5 seconds at a time, for up to 5 hours total in a work shift, while operating the radio, microphone, fare box keypad, changing destination signs, and handing out transfers.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously for 2 hours at a time, for up to 8 hours total in a work shift while operating bus controls which may include: steering wheel, door opener, radio, microphone, wheelchair lift, seatbelts and straps. When operating the hill holder, the exertion is continuously for up to 60 seconds at a time, for up to 8 hours total in a work shift. On some routes, the employee may need to manipulate manual signs.

[illegible]

KING COUNTY JOB ANALYSIS COMPLETED ON: 10/24/06

JOB TITLE: Transit Operator

EMPLOYEE:

DOT #: 913.463-010

CLAIM #

POTENTIAL MODIFICATIONS TO JOB

Assistance can be called in for chain installation and use of sand.

Assistance can be called in to push wheelchairs up the ramp.

Assistance is available to open or close roof vents/emergency exits.

KING COUNTY JOB ANALYSIS COMPLETED ON: 10/24/06
JOB TITLE: Transit Operator
EMPLOYEE:

DOT #: 913.463-010
CLAIM #

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County's Safety & Claims Management Division office. The Health Care Provider signature section is separate and appears on the previous page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.

A release to work is: ☐ Anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Health Care Provider Name (Printed or Typed)

Telephone Number

Health Care Provider Signature

Date

Health Care Provider Section